SPILL PREVENTION AND RESPONSE PLAN

The following are steps and procedures to follow by the Sandy City employees for preventing spills and responding to chemical or hazardous substance spills.

1) Spill Prevention

Hazardous Substance Management

All hazardous substances, including chemical wastes, are to be managed in a way that prevents release. The following general requirements are to be followed:

- Container Management:
  - All hazardous substance containers must be labeled pursuant to OSHA hazardous communication guidelines and OSHA Safety Data Sheets (SDS) must be immediately available for review.
  - All hazardous substance containers must be in good condition and compatible with the materials stored within.
  - All hazardous substance containers must be accessible and spacing between containers must provide sufficient access to perform periodic inspections and respond to releases.
  - Empty hazardous substance containers (drums) must have all markers and labels removed and the container marked with the word 'empty'.
  - Any spills on the exterior of the container must be cleaned immediately.
  - Flammable materials stored or dispensed from drums or totes must be grounded to prevent static spark.
  - Do not overfill waste drums. 4"of headspace must remain to allow for expansion.

- Good Housekeeping:
  - All hazardous substances must be stored inside buildings or under cover.
  - Store hazardous substances not used daily in cabinets, or in designated areas.
  - All chemicals that are transferred from larger to smaller containers must be transferred by use of a funnel or spigot.
  - All hazardous substance containers should be closed while not in use.
  - Use drip pans or other collection devices to contain drips or leaks from dispensing containers or equipment.
  - Implement preventative maintenance activities to reduce the potential for release from equipment.
  - Immediately clean up and properly manage all small spills or leaks.
  - Periodically inspect equipment and hazardous substance storage areas to ensure leaks or spills are not occurring.
  - Use signage to identity hazardous substance storage or waste collection areas.
  - Keep all work areas and hazardous substance storage areas clean and in good general condition.

- Secondary containment:
  - Store all bulk chemicals ($\geq$55 gallons) within appropriate secondary containment, or any sized chemical if there is a potential for release to the environment.

- Secondary containment should be checked periodically, and any spills identified in secondary containment must be immediately cleaned up and removed.

- Marking/labeling:
  - Ensure all hazardous substances, including chemical wastes, are properly marked and labeled in accordance with all federal, state and local regulations.
  - Ensure that hazardous substances transferred to small containers are marked with the chemicals name (example- “Isopropyl Alcohol”) and hazard (example- “Flammable”).

Employee Training

All employees must receive periodic training on the following topics:

1. Spill prevention practices
2. Where to locate and how to interpret OSHA SDS and pictograms.
3. Spill response plan
4. Emergency response procedures

Training must include a review of this Spill Prevention and Response Plan, and a review of location and use of emergency response equipment. Training can be recorded through safety committee meetings, staff training logs, or other equivalent record keeping.

Hazardous Substance Inventory

An inventory must be maintained for all stored hazardous substances <55 gallons, and/or list of locations where non-bulk hazardous substances are stored (i.e. flammable lockers - shop floor). Materials manufactured, stored, used and/or generated as a chemical waste in quantities ≥55 gallons should also be inventoried. Inventories should be maintained similar to the example shown below.

Hazardous Substance	Manufacturer	Quantity/Unit of Issue	Location
(Example) Isopropyl Alcohol	Acme Co.	60 / 1-gl	Fleet Shop

Spill Response Equipment

Spill response equipment must be maintained and located in areas where spills are likely to occur. Spill kits should provide adequate response capabilities to manage any anticipated spill or release. The following general requirements are to be followed which include:

- Stock spill clean-up kits that are compatible with the hazardous substances stored on site.
- Locate spill kits in areas where spills are likely to occur (loading docks, chemical storage areas, locations where hazardous substance are being transferred).
- Spill kits should be sized to manage an anticipated release (spill equal to the largest container).
- Emergency response equipment should be inspected periodically to ensure that the spill kit is complete.

Spill response and first aid equipment, and fire alarm location(s) should be identified similar to the example shown below.

Locations	Spill Equipment Content/Inventory
(Example) Loading Dock	40gl- Spill Kit including 65-gl over pack drum, universal adsorbent socks, pillows and pads, personal protective equipment, non-sparking shovel, disposable bags and ties & Emergency Response Guidebook.

2) Spill Response Plan

In the event of a hazardous substance spill or release, immediately review and follow applicable OSHA SDS guidelines. If doing so does not violate those guidelines, take the following measures to keep the spill from entering **sewer or storm drains**, **spreading off-site**, or **affecting human health**. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

Stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified.
- The spill is small and easily contained.
- Responder is aware of the chemicals' hazardous properties.

If a spill or release cannot be controlled or injuries have occurred due to the release, the following procedures should be implemented:

- Call for help or alert others of the release.
- Evacuate immediate area, and provide care to the injured- Call 911.
- If potential fire or explosion hazards exist initiate evacuation procedures- Call 911.
- Respond defensively to any uncontrolled spills:
  - Use appropriate personal protective equipment when responding to any spill.
  - Attempt to shut off the source of the release (if safe to do so).
  - Eliminate sources of ignition (if safe to do so).
  - Protect drains by use of adsorbent, booms or drain covers (if safe to do so).
- Notify onsite emergency contact(s).
- Notify other trained staff and assist with the spill response and cleanup activities.
  - Coordinate response activities with local emergency personnel (fire department).
- Be prepared to provide information to fire department, EMT, hospital or physician.
- Notify appropriate agency if a release has entered the environment. Refer to Notification and Reporting section for reporting thresholds.

Evacuation Procedures

In the event of a hazardous substance release that has the potential for fire, explosion or other human health hazards the following procedures will be implemented:

- Facility staff will be notified of evacuation by one or more of the following method(s): **[Verbal, Intercom, Portable Radio, Alarm, Other]**.
- Notification to emergency services will be performed- Call 911.

- Facility staff will follow predetermined evacuation routes and assemble at designated areas. Evacuation maps must be displayed throughout the facility.
- Individuals responsible for coordinating evacuations must confirm if the business has been completely evacuated.
- Facility staff will be made familiar with evacuation procedures during new employee orientation, and annual trainings thereafter.
- Designated emergency response contacts will coordinate all activities with outside emergency personnel.

Spill Containment and Cleanup

Follow procedures identified in the **SOP Spill Containment and Cleanup**.

Reporting a Release

For Non-Emergencies:

Call Public Utilities Department at (801) 568-7280. Public Utilities Department will follow standard procedures for reporting the incident to the appropriate entities (see **SOP IDDE – Reporting and Response**).

For Emergencies:

Report incident directly to the entities listed below and as detailed on the Report and Response Flow Chart found in the **SOP IDDE – Reporting and Response**.

- Salt Lake County Health Department (801) 580-6681
- Sandy City Fire Department (911)
- Sandy City UPDES Inspector (801) 301-6149
- Utah Department of Environmental Quality (801) 536-4123 as required per the document **A Summary of Utah State and Federal Environmental Regulations Requiring Immediate to Within 24 Hour Notification of Utah DEQ or EPA** document found in the SOP IDDE – Reporting and Response.

When reporting a release, be prepared to provide the following information (use spill report form):

- Your name and telephone number from where you are calling;
- Exact address of the release or threatened release;
- Date, time, cause and type of incident (fire, air release, spill, etc.)
- Material and quantity of the release, to the extent known;
- Information contained on the OSHA safety data sheets;
- Current condition of the facility;
- Extent of injuries, if any; and
- Possible hazards to the public health and/or environment outside of the facility.

Facility Map: Include emergency exits routes, fire alarms, fire extinguishers, spill response equipment and first aid stations (eye wash, first aid kits, etc.)